

## **HOUSING PROGRAM SUPERVISOR**

### *Class Definition*

Under direction, plans, coordinates, and supervises a variety of areas related to housing, zoning, public nuisance, and commercial building code enforcement, and housing rehabilitation programs.

### *Distinguishing Characteristics*

Housing Program Supervisor is a first line supervisor class. The incumbent works independently, exercising considerable latitude and judgement in supervising technical staff and coordinating field operations in the planning, implementation and monitoring of code enforcement activities, contract administration and housing rehabilitation programs. This class is distinguished from Housing and Neighborhood Revitalization Manager, in that incumbents of the latter direct a division within a department. Incumbents may be assigned to directly assist the Division Manager in the overall administration of the division's programs and operations.

### *Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Analyzes, develops, plans, implements, and monitors code enforcement and housing rehabilitation programs.

Supervises, trains and evaluates technical, clerical and professional staff.

Works with other City departments, governmental agencies, and community groups to address code enforcement and housing rehabilitation issues.

Monitors performance of various program activities.

Establishes and maintains effective working relationships with those contacted in the course of business.

Represents the department at meetings and before boards, commissions and agencies as required.

Represents the organization as an expert court witness.

Performs related duties as required.

### *Knowledge, Abilities, and Skills*

Knowledge of municipal codes related to residential and commercial structures, land use, public nuisance abatement and related codes.

Knowledge of the rules and regulations of government funded housing rehabilitation programs.

Ability to analyze a variety of administrative problems and make sound policy and procedural recommendations for their solutions.

Ability to work under strict deadlines and focus on multiple priorities, as well as plan, coordinate and schedule the work of others.

Ability to interpret and apply government codes and regulations, and exercise sound judgement within general policy guidelines and operating parameters.

Ability to maintain technical and administrative records.

Ability to use a variety of personal computer business software applications to prepare and present clear, concise and comprehensive records, reports, correspondence, and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted during the course of business.

*Minimum Qualifications*

Two years of experience as either a Senior Neighborhood Services Specialist or a Senior Neighborhood Standards Specialist with the City of Fresno or equivalent; OR graduation from an accredited college or university with a Bachelor's degree in architecture, engineering, urban planning, public administration, business administration or related field and three years of code enforcement or construction trades experience, which included a minimum of one year at the lead worker level or above. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Code Enforcement
2. Housing Rehabilitation

APPROVED: \_\_\_\_\_

Director

DATE: \_\_\_\_\_